

The Special Milk Program (SMP) Online Application

Non School Agencies

Webcast and Manual

Revised February 2013



Welcome to the webcast: The Special Milk Program Online Application for Non school agencies. This Power Point Presentation will familiarize your agency with the online application and what to expect as you complete the application. This is the second of three webcasts available for Non School SMP agencies. You can also use this presentation as a refresher for existing staff and for new staff responsible for completing the application.



Non-school SMP Application

- Pertinent Terminology
- Tips for Navigating the Application
- Accessing the Online Application
- Completing the SMP Application
- Contract and Agreement Certification
- Confirmation
- Troubleshooting & Helpful Tips

On this slide you will see an overview of the items we will discuss in this webcast. Please take a few moments to review these items.

Terminology

Application: form or document to request participation in the Special Milk Program (SMP)

Contract: legal agreement between the agency and the Department of Public Instruction (DPI)

Fiscal Year (FY): May 1 through April 30

The terminologies on the slide are common terms that will be used throughout this webcast.

- An **application** is a form to request participation in the SMP.
- A legal agreement between an agency and the Department of Public Instruction (DPI) is a **contract**.
- The SMP FY is May 1 through April 30.

Introduction

- A completed approved online application is required for an agency to participate in the SMP.
- An agency's code and password is required to complete the online application.
- Here is the link to access the Online Application Manual to guide you through the contract process: http://fns.dpi.wi.gov/fns_specmlk1
- Please refer to the following link to complete the SMP application online services with the Wisconsin Child Nutrition Programs: http://fns.dpi.wi.gov/fns_online

A completed online application is required for an agency, both a new and currently participating agency, to complete or update for each Fiscal Year (May 1st through April 30th). An agency initiating participation in the SMP for the first time who does not participate in another USDA Child Nutrition Program, is considered a new agency. All new agencies must complete the SMP online application and agencies currently participating must update the SMP application each fiscal year.

A new agency will need to obtain a temporary agency code and password by contacting the DPI Community Nutrition Program's office at telephone number 608-267-9129. After your agency's application is approved by the DPI, your agency will be assigned a permanent agency code and password. The permanent agency code and password is for you to reference when contacting the DPI, to complete and/or update your online application, and for submitting your online claim for reimbursement.

An agency that is currently participating in a USDA Child Nutrition Program such as the Special Milk Program or the Child and Adult Care Food Program, will use its assigned agency code and password and does not need to contact the DPI for an agency code and password.

Please use the link on the slide to obtain a copy of the Online Application Manual. You may find it helpful to print the Online Application Manual before viewing the entire webcast and you can take notes as you listen. Prior to completing the application be sure to read through the online application manual. Once you have reviewed the manual and you have an agency code and password you may complete the online application. The online application can be accessed by using the link found on the bottom of the slide.

Tips for navigating:

1) If information is incomplete or has been entered incorrectly you will see Validation Error at the top of the page with the reasons listed below.

Home-Day Care School Nutrition Program Community Nutr Program

Home Submit Contract

Validation Error:- You must correct the following error(s) before proceeding:

- Street/P.O Box No. is required.
- City is required.
- Zip is required.
- Business Email is required.

National School Food and Nutrition Program 2010-20

2) To return to prior page/screen within the online application, select the appropriate link at the bottom of the page within the online application (see below):

[\[General Information\]](#) [\[Policy Statement\]](#) [\[Site\(s\) Listing\]](#)

The next two slides provide some tips to keep in mind as you go through the online application:

- 1) If information is incomplete or entered incorrectly a validation error will appear like the picture on this slide.
- 2) While completing the application you can return to the prior screen by selecting links such as General Information, Policy Statement or Site(s) Listing on the bottom of the online application.



Tips for navigating (cont'd):

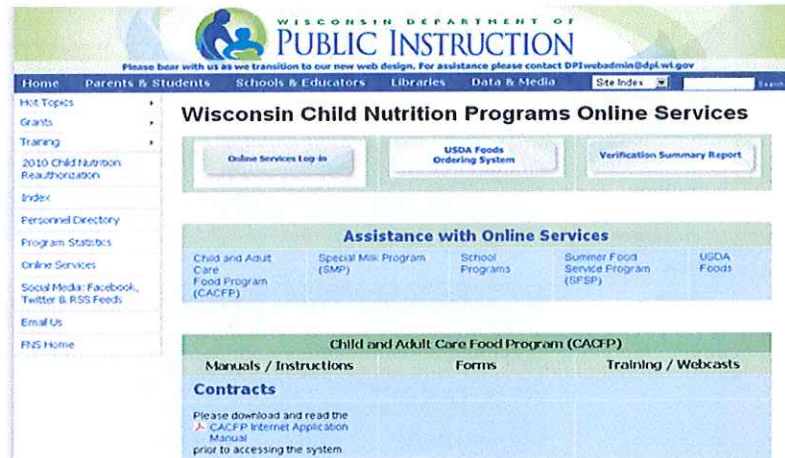
- 2) Do not use dashes, commas, or hyphens when entering numbers.
- 3) An error message will occur if there is no activity within the application for 30 minutes. When this occurs, you will receive an error message and need to return to the main screen and "Log In" again.
- 4) The information inputted will be saved to the application when you click '**continue**' at the bottom of any page.
- 5) You and your DPI consultant cannot view your online contract at the same time.

Here are some other helpful tips as you go through the application:

- 2) Avoid the use of dashes, commas, and hyphens when entering numbers
- 3) A timer will start when you enter the contract; and when there is no activity for 30 minutes, you will be asked to re-log in.
- 4) At the bottom of every page of the online application you will see '**continue**'. Click '**continue**' at the bottom of the page to save data that was entered and to move onto the next page of the online application.
- 5) Lastly, you and the DPI consultant cannot view your agency's online application at the same time.

Entering the Wisconsin Child Nutrition Programs site:

1) Go to: http://fns.dpi.wi.gov/fns_online



This slide indicates what you will see as you start the process of entering the online application. This is the main page for Wisconsin Child Nutrition Programs Online Services. The next 3 slides will guide you through on how to get to the log in page. The DPI recommends that you bookmark this page for easier access in the future.

2) Click on the box on the left 'Online Services Log-In'.

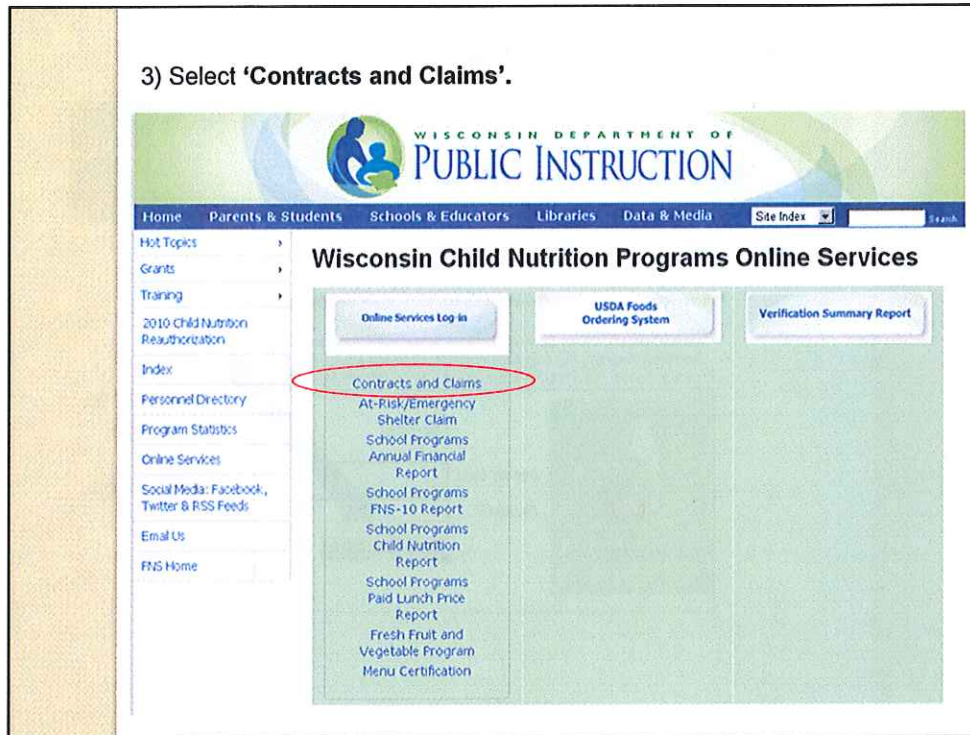
The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the state logo and the text 'WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION'. Below the header is a navigation bar with links: Home, Parents & Students, Schools & Educators, Libraries, Data & Media, and a Site Index dropdown. A search bar is also present. On the left is a vertical menu with links: Hot Topics, Grants, Training, 2010 Child Nutrition Reauthorization, Index, Personnel Directory, Program Statistics, Online Services, Social Media: Facebook, Twitter & RSS Feeds, Email Us, and FNS Home. The main content area is titled 'Wisconsin Child Nutrition Programs Online Services'. It features three buttons: 'Online Services Log In' (circled in red), 'USDA Foods Ordering System', and 'Verification Summary Report'. Below these is a section titled 'Assistance with Online Services' containing a table of links for various programs. At the bottom, there is a section for the 'Child and Adult Care Food Program (CACFP)' with links for 'Manuals / Instructions', 'Forms', and 'Training / Webcasts', followed by a 'Contracts' section with a link to download a manual.

Assistance with Online Services				
Child and Adult Care Food Program (CACFP)	Special Milk Program (SMP)	School Programs	Summer Food Service Program (SFSP)	USDA Foods

Child and Adult Care Food Program (CACFP)		
Manuals / Instructions	Forms	Training / Webcasts
Contracts Please download and read the CACFP Internet Application Manual prior to accessing the system.		

First, select 'Online Services Log In'.

3) Select 'Contracts and Claims'.



Second, you will get a dropdown box with several options. Click on 'Contracts and Claims'.

4) Enter your agency code and password.



You are successfully logged out. Please close the browser if you not using the application.

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations

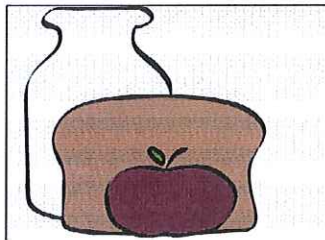
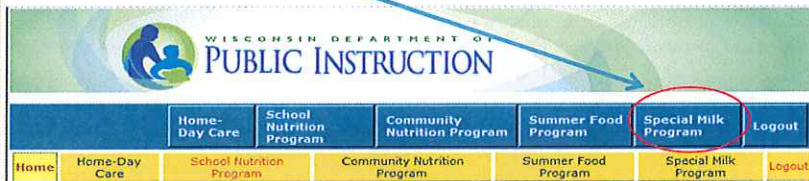
A login form for the "Community and School Nutrition Programs" under the "WISCONSIN DPI". The form includes a logo on the left showing a milk carton, a loaf of bread, and an apple. To the right of the logo are two input fields labeled "Agency Code" and "Password". Above these fields is a "LOG IN" button with a circular arrow icon. Below the input fields are two buttons: "Submit" and "Reset". The "Submit" button is circled in red, and a large blue arrow points from the text "Click 'submit' to enter the online application." to it.

Click
'submit' to
enter the
online
application.

This is the page where you will enter your temporary or permanent agency code and password. Remember, no hyphens or dashes in the number fields. Click '**submit**'. The next page of the online application will have a picture of milk, bread, and an apple.

The Blue Menu Bar

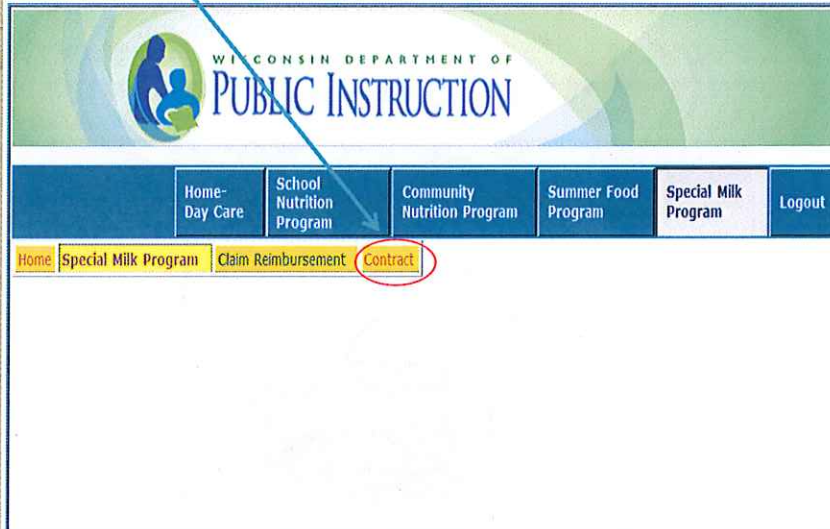
Click on the 'Special Milk Program' button on the blue menu bar.



Select 'Special Milk Program' on the right side of the blue bar.

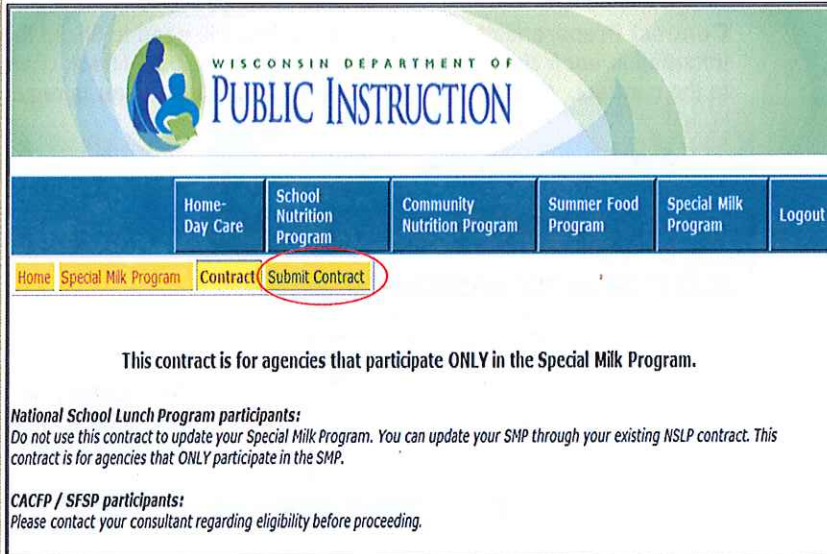
The '**Special Milk Program**' button will turn white and the yellow menu bar options will have changed.

Click on '**Contract**' which is the last yellow button on the right.



You will notice that '**Special Milk Program**' in the blue bar turns white. Next, select '**contract**' in the yellow bar, the last icon to the right.

Click on '**Submit Contract**' in the yellow menu options. This will bring you to the first screen where you will start to enter information for your contract.



The screenshot shows the Wisconsin Department of Public Instruction website. At the top is the department's logo and name. Below this is a navigation bar with several blue buttons: 'Home-Day Care', 'School Nutrition Program', 'Community Nutrition Program', 'Summer Food Program', 'Special Milk Program', and 'Logout'. Below the navigation bar is a yellow bar containing links: 'Home', 'Special Milk Program', 'Contract', and 'Submit Contract'. The 'Submit Contract' link is circled in red. Below the yellow bar, there is a message: 'This contract is for agencies that participate ONLY in the Special Milk Program.' followed by instructions for 'National School Lunch Program participants' and 'CACFP / SFSP participants'.

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Logout

Home Special Milk Program Contract **Submit Contract**

This contract is for agencies that participate ONLY in the Special Milk Program.

*National School Lunch Program participants:
Do not use this contract to update your Special Milk Program. You can update your SMP through your existing NSLP contract. This contract is for agencies that ONLY participate in the SMP.*

*CACFP / SFSP participants:
Please contact your consultant regarding eligibility before proceeding.*

Then click on '**Submit Contract**' in the yellow bar.

Entering the SMP Application

Contract Preparer/Enterer Information: You will need to fill out this information *each time* you enter the contract to help DPI track changes to the contract. An email address for the Contract Preparer is required.

The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the state logo and the text 'WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION'. Below the header is a navigation bar with links: Home, Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, Special Milk Program, and Logout. The 'Special Milk Program' link is highlighted. Below the navigation bar, the page title is 'Special Milk Program 2011-2012 Application Contract Enterer Information'. The form is titled '138801 - YMCA of Dane County-Northeast'. The form section is titled '[Contract Preparer/Enterer Information]'. It contains the following fields: First Name (Wilma), Last Name (Flintstone), Phone Number (999 999 9999), Extension, and Email (wilma@bedrock.com). A hand icon points to the 'CONTINUE' button at the bottom of the form.

Remember: No dashes & no hyphens in number fields.

Click '**Continue**' to save & move to the next page.

Every time you log into your online application, the screen on the slide will appear & you will need to enter the required information. This tells DPI who has been in the application making changes. Remember—no hyphens or dashes in the number fields. Also, e-mail is required. Click '**continue**' to move to the next page.

General Information

Please be sure to fill in all applicable fields. You will get an error message & not be able to 'continue' to the next page until all fields are filled in.

Home	Submit Contract	Home Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
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Special Milk Program 2012-2013 Application
General Information
238813 - Ding-A-Dong Preschool Inc

To apply for participation in the Special Milk Program complete the application along with school/site(s) information and submit it to DPI. Collection of this information is a requirement of the SAP. (Do not enter dashes in phone/fax numbers)

General Information

Agency Name Federal Employer Identification Number

Congressional District CESA No. County Type of SFA/Sponsoring Agency

Sponsoring Agency Description

☒ Child Care Institution
 ☐ Nonprofit Summer Camp for Children

☐ Out-Side-Schools-Hours Care
 ☐ Homeless Feeding Site

☒ School-Agencies
 ☐ Other

Agency Street Address

Street Address

City Zip

Mailing Address (Enter even if it is the same as the street address listed above)

Street/P.O. Box

City Zip

All agencies need to fill in their FEIN.

Do not select School Agencies.

This is the first page of the online application, 'General Information'. For new agencies, all fields will be blank and need to be completed. Every agency must enter their Federal Employer Identification Number. Also, please do not select 'School Agencies' as this application is for non school agencies. For returning agencies, please be sure to review & update any necessary information. Please see the next slide for links to determine your Congressional district and CESA number.

Congressional District & CESA:

- **Congressional District:**
http://fns.dpi.wi.gov/files/fns/pdf/wi_congress_dist.pdf
- **CESA Number:**
http://lbstat.dpi.wi.gov/lbstat_newmap2

The links on the slide can be used to determine your congressional district and CESA number.

Agency Contacts Information

Agency Contacts Information	
Authorized Representative	
Title	School Age Coordinator
First Name	Andrea
Last Name	Meier
Phone Number	6088378221
Fax Number	6088375669
Email Address	andrea.meier@ymcadanecounty.org
Monthly Claim Preparer	
Title	None
First Name	
Last Name	
Phone Number	
Email Address	

1. **Authorized Representative:** A person at your agency who is authorized to complete the application with the DPI and the main contact at the agency for the SMP.
2. **Monthly Claim Preparer:** A person at your agency who is responsible for entering SMP monthly claims for reimbursement.

It is imperative that the Agency Contacts Information is correct and current. Anytime an agency has a change in the Authorized Representative or Monthly Claim Preparer, the agency needs to log into their online contract to update the information. The name and e-mail of the authorized representative is kept on file in a database at the DPI so updates and memos can be sent to each agency.

The Authorized Representative is the individual ultimately responsible to ensure the SMP is being implemented correctly at the agency. The claim preparer enters the SMP monthly claims for reimbursement, and could potentially be the authorized representative as well.

Milk Plan Information

Milk Plan Information

Type of Plan !

☒ **Nonpricing Plan** Milk is **not sold** to children, but is provided without charge or included in tuition or boarding fees or paid by private donation or endowment

☐ **Pricing Plan** Milk is **sold** to children under a separate established charge and maximum use is made of program reimbursements to reduce to the extent possible, the price per half pint which children pay for milk.

Check One: Agency's option regarding milk for needy students. *(The provision of milk free to children eligible for free milk is not a requirement under a pricing plan, it is a local option.) !*

☐ Milk available under the Special Milk Program will not be provided free to children eligible for free milk, all children will be charged the same price and in accordance with the appropriate Policy Statement.

☐ Milk available under the Special Milk Program will be provided free to children eligible for free milk in accordance with the appropriate Policy Statement, and children not eligible for free milk will pay the established price

☐ None

The last portion of the first page of the online application is 'Milk Plan Information'. Non school agencies need to select '**Non Pricing Plan**'. Under '**Pricing Plan**', please select '**None**'. Click '**continue**' at the bottom of the page to save data that was entered & to move onto the next page of the online application.

Policy Statement-Non-School Agencies

Special Milk Program 2012-2013 Application Review Policy Statement 106801 - Zion Lutheran Church	
<p>The Sponsoring Agency assures the State Department of Public Instruction that milk served under the Special Milk Program will be the same for and served in the same manner to all children wishing to participate in the program in all sites in which the program is offered and that the milk shall be provided without physical segregation of or discrimination against any child on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, parental status, sexual orientation.</p>	
<p align="center">Accountability for Milk Served</p>	
<p>TO ENSURE AN ACCURATE DAILY COUNT of all milk served in the Special Milk Program, the following record keeping method(s) and procedures will be used to obtain the number of half-pints* of milk served to children and adults and to substantiate the number of half-pints* served to children as reported on the monthly reimbursement claims. SMP sponsor claims will be audited periodically.</p> <p>Check the one procedure used to obtain and maintain accurate daily records of half-pints of milk served at each site. Counting systems based on averages or percentages are not permitted. 1</p>	
<p>1. The milk is reported for reimbursement based on the amount purchased for the children (per definition) within each calendar month; no milk is purchased for or served to adults.</p> <p><input type="radio"/> 2. The milk is reported for reimbursement based on the amount purchased for the children (per definition) within each calendar month; half pints served to adults and any spoiled or stolen milk are subtracted from the total number of half pints to be reported for reimbursement.</p> <p><input type="radio"/> 3. An actual daily count is taken of the number of half-pint cartons of milk served to the children and adults respectively by a ticket system, check off system, or token system. (This method would only be acceptable if milk is purchased in half-pint cartons.)</p> <p><input type="radio"/> 4. None of the methods above describe our accountability system.</p> <p>(Describe Other Method used to obtain and maintain accurate daily records of milk served.)</p>	
<p>*Reimbursement is paid on a half-pint basis. To convert gallons or half gallons to half pints, use the conversion factor of 16 half pints per gallon.</p>	

Each agency must select how they will account for the milk that is being served to the children. You can select number 1, 2, 3, or 4. If number 4 is selected, be sure to include a description of how your agency will obtain and maintain accurate daily records of milk served. The accountability statement that you choose will be verified during the desk audit that DPI completes. If you are renewing the application for the new FY, make sure the statement that is selected still applies to your agency's procedures.

Schedule A-Participating Sites

Home- Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
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[Home](#) [Submit Contract](#)

Special Milk Program 2013-2014 Application
Schedule A - Participating Site(s)

349614 - Silver Birch Ranch

List each school/site participating in the Special Milk Program covered by this application. Select the site by clicking on the site number and provide/update site contract information. Follow the same process for all site(s) your Agency wants to bring on the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instructions.

<p style="color: red; font-size: small;">Only select 'New Record' if you have a new site or are a new agency.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #e6f2ff; padding: 5px;">Site No.</th> <th style="background-color: #e6f2ff; padding: 5px;">Site Name</th> <th style="background-color: #e6f2ff; padding: 5px;"></th> </tr> <tr> <td style="padding: 5px;">12219</td> <td style="padding: 5px;">Silver Birch Ranch</td> <td style="padding: 5px; color: red; text-align: right;">Update Site Details</td> </tr> </table>	Site No.	Site Name		12219	Silver Birch Ranch	Update Site Details	<p style="font-size: small;">Click on the site number or site name highlighted in blue.</p>
Site No.	Site Name							
12219	Silver Birch Ranch	Update Site Details						

➔

NEW RECORD

CONTINUE

[\[General Information\]](#) [\[Policy Statement\]](#)

You will now enter site specific information. Your agency may have only one site or several sites on the SMP. Please be sure to enter/update information for each site that you want to participate on the SMP.

This is a sample screen of an agency that has one site. In order to gain access to the schedule A site application page, click on the site no. or site name highlighted in blue—this is the link to the schedule A application page. The '**Update Site Details**' highlighted in red will disappear after you have updated the schedule A site application page.

Only select '**New Record**' if you are entering a new site or are a new agency.

Validation Error

Home- Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout

Home Submit Contract

Validation Error:- You must correct the following error(s) before proceeding:

- Agency must update site information (for e.g. site start and end dates) for sites that has 'Update Site Details' displaying in front of them in the list below before submitting contract to DPI.

Special Milk Program 2013-2014 Application
Schedule A - Participating Site(s)

349614 - Silver Birch Ranch

List each school/site participating in the Special Milk Program covered by this application. Select the site by clicking on the site number and provide/update site contract information. Follow the same process for all site(s) your Agency wants to bring on the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instructions.

Site No.	Site Name	
12219	Silver Birch Ranch	Update Site Details

NEW RECORD CONTINUE

[General Information] [Policy Statement]

Your agency will receive the validation error if you try to move forward without making any changes to the schedule A site application page. See sample screen on the slide. Every agency must update their operation start and end dates on the schedule A site application page.

Schedule (A): Site Application

Home	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
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**Special Milk Program 2013-2014 Application
Schedule (A) - Site Application**

999500 - Special Milk Agency Test

General Information: Enter numbers like Zip, Phone without hyphen or dashes.

Site Name	ABC Lane Day Care			Phone	1142224444		
Street Address	1234 ABC Lane	City	Milwaukee	State	Wisconsin	Zip	53222
Site Program Start Date	5 / 1 / 2013 [MM/DD/YYYY]						
Site Program End Date	4 / 10 / 2014 [MM/DD/YYYY]						

Grades/Serving Estimate Information:
(Provide information based on your type of agency. If you are school you do not provide information in column 2, and vice versa.)

1. Grades in Building (Only Applicable to School)		OR 2. Estimated No. to be Served Per Day (Only applicable to Nonschool Sponsors)	
From:	None	Children Under 19 Served Per Day	150
To:	None	Adults Served Per Day	0

Check all USDA Program in which this site participates:

☒ None
☐ National School Lunch Program
☐ Child and Adult Care Food Program
☐ Summer Food Service Program
☐ School Breakfast Program

Only select 'Delete' if the site will no longer be participating.

[BACK](#) [SAVE](#) [DELETE](#)

[General Information] [Policy Statement] [Site(s) Listing]

This is a sample of the Schedule A Site Application screen. Schedule A needs to be filled out for each site that will be participating on the SMP. Most of the information is straight forward, like information about your agency (i.e.-name, address, etc.) It is very important to update site program Operation Start & End dates for each site.

Under 'Grades/Serving Estimate Information':

- Fill in "Estimated No. to be Served Per Day" (Only Applicable to Nonschool Sponsors)
- **DO NOT** fill out information below "Grades in Building (Only Applicable to School)"; it should remain as 'none' in both fields.
- If your agency has more than one site, you will need to repeat the process for each site.
- Also, sites can be deleted (i.e.-if site has closed), click on the name of the site to access it, and then click the 'Delete' button at the bottom of the page.

Once all information is current/updated, click 'Save' and you will be brought back to the schedule A site listing page.

Schedule (A)- Site Application

The screenshot shows a web application interface for the Special Milk Program 2013-2014 Application, specifically the Schedule A - Participating Site(s) section. At the top, there is a navigation bar with links: Home, Submit Contract, Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, Special Milk Program, Other Services, and Logout. Below the navigation bar, the page title is "Special Milk Program 2013-2014 Application Schedule A - Participating Site(s)". The main content area displays "349614 - Silver Birch Ranch" and a paragraph of instructions: "List each school/site participating in the Special Milk Program covered by this application. Select the site by clicking on the site number and provide/update site contract information. Follow the same process for all site(s) your Agency wants to bring on the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instructions." Below the instructions is a table with two columns: "Site No." and "Site Name". The table contains one row with the site number "12219" and the site name "Silver Birch Ranch". Below the table are two buttons: "NEW RECORD" and "CONTINUE". At the bottom of the page, there are links for "[General Information]" and "[Policy Statement]".


Site No.	Site Name
12219	Silver Birch Ranch

[NEW RECORD](#) [CONTINUE](#)

[\[General Information\]](#) [\[Policy Statement\]](#)

This is a sample screen of what you will see after you update the schedule A site listing pages(s). Click '**continue**'.

Application and Agreement Certification

 WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

[Home - Day Care](#)[School Nutrition Program](#)[Community Nutrition Program](#)[Summer Food Program](#)[Special Milk Program](#)[Logout](#)

[Home](#) [Submit Contract](#)

**Special Milk Program 2011-2012 Application
Contract and Agreement Certification**

130801 - YMCA of Dane County-Northeast

CERTIFICATION

- I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.
- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
- I agree to abide by the terms and conditions of the Contract and Agreement.

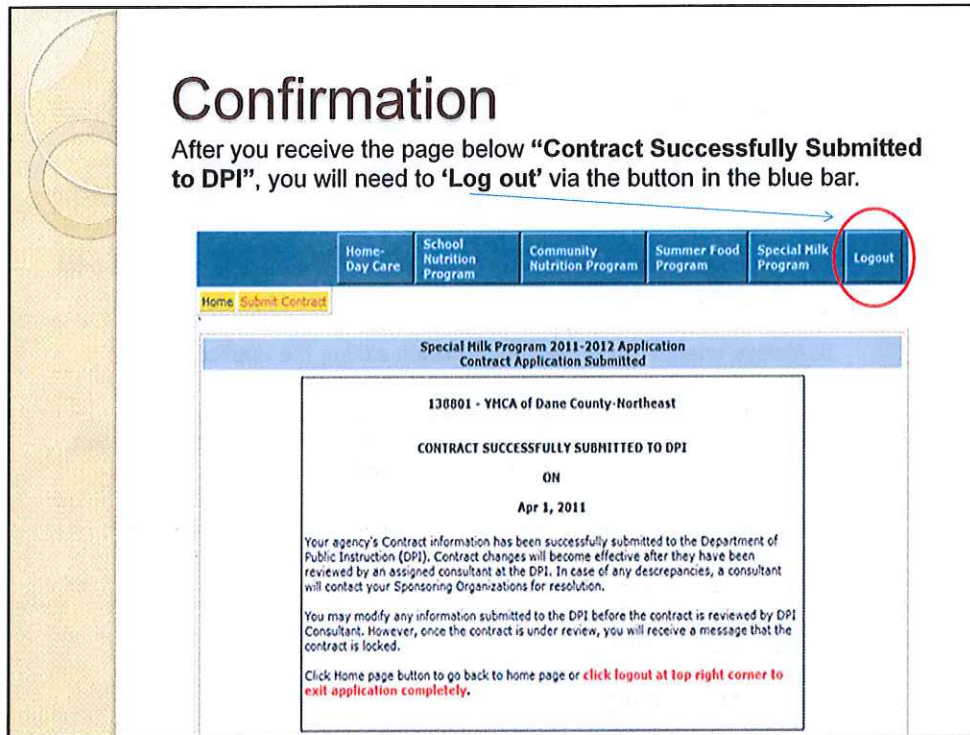
☒ **I agree to Certification**

[\[General Information\]](#) [\[Policy Statement\]](#) [\[Site\(s\) Listing\]](#)

This is the last page of the application. In order for you to submit the contract to the DPI, you must select the box next to 'I agree to certification' and click 'submit'.

Confirmation

After you receive the page below "Contract Successfully Submitted to DPI", you will need to 'Log out' via the button in the blue bar.



Please be sure to select the 'Logout' button in the blue bar after you get the verification page that the contract was successfully submitted. After you submit your online contract, a DPI consultant will review the application for completeness. Your agency will be contacted to make any changes/updates that are needed. After the application is complete, the DPI consultant will approve it & you will receive an approval letter for the FY stating that your agency has an SMP contract with the DPI.



Troubleshooting & Helpful Tips

1. Passwords to access the online application: You need to contact Jacque Jordee at DPI in the Federal Aids and Audit Section; 608/267-9134 or jacqueline.jordee@dpi.wi.gov.
2. In order to have a paper copy of the approved contract, you must print each page individually.
3. Always use the **'Log Out'** button when exiting the application.
4. Changes/updates can be made to your application at any time. Remember to click **'Continue'** or **'Save'** at the bottom of each screen, click **'Submit'** and use the **'Log Out'** button.
5. Contact Info for the Community Nutrition Team, Non-School SMP:
Wisconsin Department of Public Instruction
Community Nutrition Team
125 S. Webster St.
Madison, WI 53707
Phone: 608-267-9129
Fax: 608-267-0363

If you are having issues with your password or need a new password, please contact Jacque Jordee. Her contact information can be found on the slide.

In order to print your approved contract, you must print each page individually.

Always use the Log Out button when exiting the contract.

Whenever changes/updates are made to the contract, be sure to use the **'continue'** and **'save'** buttons with in the contract, **'submit'**, and **'log out'**. Also, it is helpful to send your assigned consultant an e-mail indicating that changes/updates were made.

If your agency needs to get in contact with the Community Nutrition Team for Non School SMP, please use the contact information found on the slide.

Thank you!

USDA Non-discrimination Statement:

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

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